



## **ASSISTANT SUPERINTENDENT – SYSTEMS and TRACK, eBART**

FC: 000150  
PB: 9  
FLSA: Exempt

PC: TBD  
BU: Non-Rep  
Created: February 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction directs, manages, supervises and coordinates all activities related to the operation and maintenance of systems related to the eBART system including track, signals, communications, and facilities; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Superintendent and Chief Operating Officer; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class is responsible for the supervision and management of the eBART Systems infrastructure, through subordinate specialized maintenance contracts, inspection, and preventive maintenance and repair of all systems on the eBART line on a 24/7 basis. Additionally responsible for developing and implementing state of good repair and other capital programs related to the eBART systems. Accountable for accomplishing department goals and objectives and for furthering eBART goals and objectives within general policy guideline. This class is distinguished from the Superintendent of Systems in that the latter has overall responsibility for managing and directing all eBART systems activities.

### **REPORTS TO**

This position reports to Superintendent – Systems, eBART and/or his/her designee.

### **EXAMPLES OF DUTIES:** - Duties may include but are not limited to the following:

1. Assumes management responsibility for the installation, inspection, maintenance, repair and modification of all eBART system.

2. During program development and system start-up phases, assists in the development of training programs and the training of all systems eBART personnel.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Researches and develops specifications, solutions, and system or equipment upgrades eBART systems and equipment; develops specifications for contract services as required; directs the work of outside contractors; minimizes revenue service disruptions.
7. Develops and implements appropriate training programs; ensures appropriate operational safety levels are maintained; reviews and modifies programs as necessary.
8. Hires, trains, motivates and evaluates eBART systems personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Oversees and participates in the development and administration of the group's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
10. Provides responsible staff assistance to the Superintendent.
11. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to complex maintenance problems, programs, policies and procedures as appropriate.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of power and mechanical maintenance.

13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

14. Performs other duties as assigned.

*This classification will be engaged in other duties as assigned without regard to limitations of job descriptions in order to maximize the efficient delivery of eBART services.*

## **QUALIFICATIONS**

### **Knowledge of:**

Maintenance practices and California Public Utilities Commission (CPUC) regulations for commuter rail fleet.

Principles and practices of warranty administration and quality assurance.

Operational characteristics, services and activities related to railroad systems.

Principles and practices utilized in the development of preventive maintenance and State of Good repair programs.

Principles and practices in overseeing large operating and maintenance contracts.

Methods and techniques of developing and implementing safety programs in assigned area.

Principles and practices of bid specifications, review, and selection.

Principles and practices of procurement, purchasing, ordering and requisitioning.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Overseeing and participating in the management of a comprehensive railroad signaling, communications, train control systems program.

Starting up new transit systems and systems integration.

Interpreting technical specifications, diagrams and manuals.

Developing and managing large service contracts.

Developing equipment specifications; analyzing bids and evaluating products. Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must possess sufficient mobility to perform field inspections and investigations.

Must follow all general railway safety rules and procedures in the performance of duties, in, on and around an active railroad environment including stations, shops, layover tracks, bus bays and parking lots including Roadway Worker Protection rules (CPUC-GO175, Title 49 CFR 213.7).

Must be willing to work off-hours shifts, holidays and weekends.

Able to respond appropriately to co-workers, passengers, maintain accurate logs and records of work performed.

Demonstrates clear, effective oral, written and verbal communication skills in English.

Must be fluent in English.

Must meet vision and color recognition requirements for signal recognition and repair.

**MINIMUM QUALIFICATIONS**

**Education:**

High school diploma, GED or recognized equivalent.

**Experience:**

Five (5) years of (full-time equivalent) verifiable experience in the the maintenance of transit systems, including signaling, communications, train control systems, track inspection and maintenance. Must have at least two (2) year of administrative and supervisory experience.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in business administration, engineering or closely related field from an accredited college or university.

Ten (10) years of experience in a rail/transit operation or maintenance program, with five (5) years of supervisor or management responsibility.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC Code: 01**

Safety Sensitive: Yes